

Grant Writing Tips

1. Grant Documentation Drawer (*see reverse side*)
2. Grant proposal is a marketing piece for your organization much like a resume is for an individual seeking employment: goal of proposal is to secure funding.
3. Be sure that your request meets the foundation's focus.
4. Define the need for funding well and cite sources.
5. Outcomes: How do you define success? Include outputs and outcomes that are realistic. In most cases, dozens of outcomes/outputs are not necessary.
6. Include Financial Narrative to explain significant line items or changes in Y-T-D financials or budget.
7. Have someone not too familiar with your agency read your proposal before submitting (good way to use a new board member). A well written, informative, persuasive, and concise proposal is BEST.
8. People give to people: If possible and appropriate, use a client photo and vignette in your proposal (but don't use too much!).
9. Layout is important—effectively use white space.

References/Resources

www.washingtongrantmakers.org

www.wkkf.org

W.K. Kellogg Foundation (logic models/outcome)

www.grantSPACE.org/classroom

United Way Publication: Measuring Program Outcomes: A Practical Approach. Cost \$35

Some suggested documents to keep in your Grant Documentation Drawer:

Your documentation drawer most likely will be a combination of paper and electronic copies. However, I suggest that you keep hard copies of all documentation as most foundations usually accept paper copies (however this may change):

990 (most recent)
Annual Report (only most recent)
Articles of Incorporation
Audit (the last two years)
Board roster (keep last three years in drawer) Roster should have contact info, place of employment, term expiration, and any board committees
Brochures
Budgets (last three years)
By-laws
Certificate of Occupancy
MOU's and Collaborative agreements with other agencies and organizations
Insurance – summary pages for commercial liability, directors' insurance, and workers' comp
IRS determination letter
Job Descriptions
Letter of Support from other organizations
Newsletters (copies of last few editions only)
Organizational chart
Program evaluations
Staff resumes
Staff Roster
Statistics—keep file that has a variety of stats for specific programs and for the organization overall (with sources).

Maintaining the drawer (both electronically and hard copies) is a great project for an intern or volunteer. (Be sure to put post-its on original copies so that the original is not accidentally submitted with a grant proposal!).

There are many benefits to having a grants documentation drawer:

- All of the info is in one place. If another person assists you with grant writing, they will not spend all of their time rummaging through your file drawers trying to find all that they need for a particular grant.
- Keeping documentation current is much easier.
- Minimizes the chance that a document will inadvertently be missing
- Information is at your fingertips if a funder calls for additional information